

You are made aware a child in your care has been abused or there is a suspicion the child has been abused

Ensure the child is safe. If not, act immediately to make the child safe (remove abuser or remove child). Does the child need medical attention – Act!

Contact your Team Leader/Manager unless they are the alleged abuser. Contact the Head of Service if this is the case.

- Familiarise yourself with The Child Protection Procedures for the Breakaway.
- Make other staff on duty aware of the situation.

Do not interview the child; it is not your role. Reassure them and let them talk freely.

The child's local authority will run the child protection investigation from this point. Your responsibility will be on the residential aspects of the work:

- Keep the child safe.
- Reassure the child.
- Record everything.

- Complete the Incident Report.
- Record conversations with the Team Leader/ Manager.
- Record what the child has said.
- Phone the child's social worker/EDT.
- Fax over the Incident Report. Log your actions.
- Do not contact others e.g. parents or carers unless instructed to do so.

- Begin the recording process: dates, times, content, injuries, actions.
- Advise the child as to what is going to happen next. Do not make promises.
- Talk about confidentiality issues with the child.

The Manager/Head of Service will manage the child protection liaison with external agencies. Information will be shared on a "need to know" basis. Staff whom have been "alleged" may be suspended until the matter is resolved.

You must be able to provide the following records:

- Log Book records: who you contacted, when and what was said.
- The record of conversations between you and the child; your conversations as well as the child's.
- The Incident Report.
- Details of any injuries, actions taken and by whom.
- Observations of the child's behaviours.
- Your actions based on your concerns e.g. First Aid. Recordings must be contemporaneous, legible, dated and signed.

Make all recording available to the Manager/Head of Service as these will be part of the child protection investigation. They will also assist later in reviewing Care Plans and Risk Assessments in relation to the child.